

TAB

ADMINISTRATIVE—INTERNAL USE ONLY

PERSONNEL

STATINTL

STATINTL

21. PROMOTION. This regulation provides for the promotion of personnel with staff status to grades up to and including GS-15. It does not apply to the promotion of employees to grades GS-16, 17, and 18; to the promotion of employees who occupy positions compensated in accordance with Wage Classification Schedules; or to specially qualified scientific personnel who are covered by []

a. POLICY

- (1) Promotion is based on merit. Eligibility for promotion rests on the specific assessment that the employee is qualified to undertake higher level responsibilities. The primary assessment mechanism employed, though others may be utilized with the approval of the Director of Personnel, is that of comparative evaluation of employees in a particular grade and/or function. The elements to be considered in making assessments concerning ability to perform at higher levels of responsibility are: qualification for such responsibilities; performance in duties providing insight relating to advancement potential; performance in tasks that may be already at a higher level of responsibility than present grade; display of personal qualities that would support at least proficient performance at a higher level; and an overall evaluation of ability to perform at a higher level of responsibility either in the same function or a different function, which might include supervisory or staff responsibilities.
- (2) Each Career Service comprises a competitive area for promotion for members of that service. The Head of a Career Service may establish separate areas of competition within that service when necessary because of differences in occupation or functional lines of work.
- (3) Personnel serving on assignment outside their own component or outside the Agency must receive equal consideration for promotion along with personnel not so assigned.
- (4) Promotions are limited to one-grade advancements. Exceptions to this policy will be made only when the Director of Personnel determines, upon recommendation of the Head of the Career Service concerned, that exception is justified.
- (5) The comparative evaluation of personnel in grades GS-09 through GS-14 must be accomplished by the Heads of Career Services at least annually and will be done through the mechanism of Career Boards and, where appropriate, Career Panels, unless some other mechanism, such as an Assessment Center, is approved by the Director of Personnel.
- (6) Employees in grades GS-08 and below may be evaluated for the purpose of promotion at any time that Heads of Career Services consider it appropriate, but at least annually. As the assessment function is important for such personnel, use of comparative evaluation is recommended.
- (7) Those employees who give indication that they will be exceptional performers at higher levels of responsibility should not be constrained by time-in-grade guidelines if they are otherwise qualified for advancement.
- (8) The bases for promotion of employees from the list of those eligible are: comparative ranking; the number of employees who may be promoted within grade ceiling constraints; and the specific comparison of qualified individuals against positions to be filled, where practicable. Time-in-grade is a guideline, not a rigid requirement.
- (9) Promotion recommendations may be submitted in accordance with procedures and time schedules established by Heads of Career Services. Promotion recommendations will not be made on Fitness Reports.

→Revised: 21 March 1977 (999)

56.3

ADMINISTRATIVE—INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

STATINTL

PERSONNEL

STATINTL
STATINTL

- (10) The regulation pertaining to personal rank assignment [] is to be observed.
- (11) The Director of Personnel will not process recommendations for promotion of employees in the absence of the last Fitness Report scheduled in accordance with [] or approved exceptions, or a currently executed Fitness Report.
- (12) Career Services will retain for at least five years records of any evaluating body of the basis for its ranking of individuals within a group being evaluated in conformity with the provisions of paragraph a(1).
- (13) Career Services are responsible for publishing in their Personnel Handbooks the details of the way in which evaluation procedures incorporate the elements specified in paragraph a(1). The Director of Personnel will review such procedures to assure that they conform to Agency regulations and policies.

b. RESPONSIBILITIES

- (1) SUPERVISORS. Supervisors at all levels are responsible for providing Boards/Panels with performance appraisals in furtherance of the comparative ranking activity and, in the absence of provision for Board/Panel review of a particular grade class or function, are responsible for evaluating the merit for promotion of employees under their jurisdiction and for making the appropriate recommendations to the Head of the Career Service. Where employees are under the cognizance of a Career Board or Panel for ranking purposes, supervisors may, if authorized by the Career Service, make promotion recommendations through such Boards or Panels in accordance with the procedures of the Career Service.
- (2) HEADS OF CAREER SERVICES. The Head of each Career Service is responsible for:
- (a) Developing and disseminating uniform promotion criteria in accordance with []
- (b) Providing the evaluation panels with uniform criteria for ranking in accordance with []
- (c) Continuing validation of the criteria utilized in the selection of employees for promotion.
- (d) Ensuring that the principle of comparative evaluation is followed as established by regulation and where extended by Career Service policies.
- (e) Determining competitive areas in the Career Service.
- (f) Recommending promotions to the Director of Personnel in accordance with the provisions of this regulation.
- (3) DIRECTOR OF PERSONNEL. The Director of Personnel is responsible for:
- (a) Ensuring compliance with this regulation by continuous review of the Agency's comparative evaluation and promotion program, and
- (b) Reviewing all promotion requests and approving promotion actions that conform to the provisions of Agency regulations.

STATINTL
STATINTL